



CITY OF HOUSTON

Job Posting

Applications accepted from:

ALL PERSONS INTERESTED

Job Classification

Animal Control Officer Trainee (MULTIPLE)

Posting Number

PN# 109778

Department

Health & Human Services Department

Division

Environmental Health

Section

Bureau of Animal Regulation and Control (BARC)

Reporting Location

2700 Evella

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

As a trainee, performs routine support functions in the enforcement of animal control through the apprehension and impounding of stray, diseased and/or dangerous animals. Assists in conducting investigations of animal ordinance violations.

CORE FUNCTIONS

- Performs routine functions through communications, dispatches and case documentation to acquire knowledge of the animal control operations (i.e., codes, computer system, ordinances and regulations).
- Assists in apprehending and impounding stray, diseased and/or dangerous animals.
- Explains the City's ordinances and the responsibilities of pet ownership to the public.
- Assists the public with identification of their animals at the impound facility.
- Maintains proper records on animals apprehended or turned in by citizens.
- Other duties as assigned by Supervisor/Manager.

WORKING CONDITIONS

The position requires extensive, near-continuous physical exertion such as repeated lifting of very heavy objects (more than 80 pounds), deep bending, climbing steps and/or assuming awkward positions.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a high school diploma or a GED.

MINIMUM EXPERIENCE REQUIREMENTS

No experience is required.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver License and compliance with City of Houston policy on driving (AP2-2). Obtain a State of Texas Basic Animal Control Certification within nine months of employment in classification.

PREFERENCES

- Subject to work weekends and on-call duty as needed by Bureau.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

GENERAL FUND POSITION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 11

\$800 - \$1,347 Biweekly \$20,800 - \$35,022 Annually

OPENING DATE

April 5, 2006

CLOSING DATE

April 18, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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